



STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS AND REHABILITATION



BETSY C. JIVIDEN
COMMISSIONER

DIDYMUS TATE
SUPERINTENDENT

JEFF S. SANDY, CAMS, CFE
CABINET SECRETARY

EASTERN REGIONAL JAIL & CORRECTIONAL FACILITY
94 GRAPEVINE ROAD
MARTINSBURG, WV 25405
(304) 267-0045 TELEPHONE - (304) 267-0049 FAX

Visitation Information

To schedule a visit:

Visits may be scheduled during normal business hours, M-F (0800-1600)

Visitor must call at least a day in advance of the intended visit.

All visits are 30 minutes in length and each inmate is permitted one visit per month.

Visits are limited to one adult and two children OR two adults

Visitation Number: 304-267-0045 or 304-267-0048

Visitation Schedule:

Tuesdays and Saturdays

1000-1030

1100-1130

1300-1330

1400-1430

1500-1530

Thursdays

1300-1330

1400-1430

1500-1530

1700-1730

1800-1830

Acceptable Forms of Required Identification:

- 1) Driver's license
- 2) Non-driving identification card
- 3) U.S. Passport book or card
- 4) U.S. Military ID

Unacceptable Forms of Identification:

- 1) Social Security card
- 2) Credit Card
- 3) Insurance card
- 4) Self-generated identification
- 5) Birth certificates will only be accepted for minor children who are visiting in the company of a parent or legal guardian.

Visitation with Minor Children:

Minor children must be in the company of a parent, other adult member of the immediate family, or legal guardian. Other adult members of the immediate family must present a notarized Juvenile Visitation Form from the non-incarcerated parent or legal guardian verifying that they have issued permission for the minor child to be in that adult's company on facility grounds for the purpose of visiting the inmate.

Special Visitation:

Special visits beyond those stipulated by policy will only be granted under verifiable extenuating circumstances and must be pre-approved by the facility superintendent.

Dress Code:

No provocative or revealing clothing.

Only one layer of clothing. No outerwear.

Females must wear bras.

All individuals must wear shirts and shoes.

No hats.

Final approval on questionable attire will be determined by Shift Commander

Unauthorized Items:

No weapons of any kind

No tobacco products

No cellphones

No keys other than facility issued locker key

No handheld or pocketed personal items

No purses

No food or drink

Directions to Eastern Regional Jail & Correctional Facility (94 Grapevine Rd, Martinsburg, WV 25405):

From Maryland, United States

I-95 / I-495 North toward Baltimore / Silver Spring

Keep left to get onto I-495 W

At Exit 35, head right on the ramp for I-270 North toward Frederick

At Exit 32, head right on the ramp for I-70 toward Baltimore / Hagerstown

At Exit 52, head right on the ramp for US-15 South / US-340 West toward Charles Town / Leesburg

Take the ramp on the right for WV-9 West and head toward Martinsburg

Turn right onto Grapevine Rd / County Hwy-9/14

From Virginia, United States

Take I-64 W

At Exit 87, head right on the ramp for I-81 North toward Staunton / Winchester

At Exit 12, head right on the ramp for WV-45 / WV-9 East toward V.A Med Ctr / Winchester Ave

Turn right onto WV-45 / Apple Harvest Dr toward V.A Med Ctr / Winchester Ave

Keep straight to get onto Apple Harvest Dr

Keep straight to get onto WV-9 / Apple Harvest Dr

Turn left onto Grapevine Rd / County Hwy-9/14

Arrive at Grapevine Rd / County Hwy-9/14 on the right

ONE (1) FORM PER CHILD

Juvenile Visitation Form

Inmate Full Name _____ Jail _____

Relationship To Child _____

Child's Full Name _____ Sex () Male () Female

Age _____ DOB _____ Race _____ Hair _____ Eyes _____ Height _____ Weight _____

Parent/Legal Guardian _____

Address _____

Home Phone() _____ Work Phone() _____

The above named child has my permission to visit _____
Inmate Name

At the _____
Jail Name

Signature of Parent/Legal Guardian

Signature of Authorized Adult
accompanying child

Acknowledged and sworn to before me this _____ day of _____ 20 _____

Signature of Notary

My Commission Expires on _____

Original copy to Inmates file.

One (1) copy in Juvenile Visitation File.